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## Department of Administration and Information Construction Management

### CMAR SELECTION – INTERVIEW UPDATE

**DATE:** June 19, 2014

**TO:** CMAR Shortlist Candidates

**FROM:** Suzanne Norton, AIA *sjn*  
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Construction Management  
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**SUBJECT:** Construction Management at Risk (CMAR) Services  
Capitol Square Project

#### Interview

The Capitol Square Project CMAR selection team reviewed the qualification statements of six highly qualified construction managers. The selection team has chosen to interview three CMAR candidate teams on July 1, 2014 and is pleased to request continued participation in our selection process as follows:

8:30 AM	Christman / GE Johnson, A Wyoming Joint Venture
11:00 AM	Jacobsen Hunt Joint Venture III
2:00 PM	JE Dunn Construction

The interviews will be in Capitol Room 302, 200 West 24<sup>th</sup> Street, Cheyenne, Wyoming. At your request, the State will provide any reasonable support necessary for the presentation in terms of projection screens, display easels, or projectors that you may need. Requests of this nature should be sent to Tamra Wales at [tamra.wales@wyo.gov](mailto:tamra.wales@wyo.gov).

The interviews will be no longer than two hours, including questions and discussion. There will be a 30 minute break between interviews to permit preparation of the next interview.

The purpose of the interview will be to meet the proposed project team, become familiar with key personnel and each representative's direct experience on similar projects, and the team's approach and ability to meet the Owner's objectives and expectations. Please be prepared to discuss your team's specific methods and approaches for construction manager at risk services.

The proposed principal in charge, project manager, project site superintendent, pre-construction services manager, scheduler, estimator, general foreman and compliance officer should attend and be prepared to discuss their role in the Project.

The interviews will be an opportunity to propose to the selection team your understanding of the Project, offer your methodology for meeting the stated criteria, and state how you will collaborate with the Design Team and the Owner.

The result of the interviews will be a formal ranking. Factors that will be considered in the selection include the following criteria:

#### **Oral Presentations**

##### **1. Understanding of the Program and Project Requirements**

CMAR candidate teams will be evaluated on their understanding of the requirements and needs of the Project. Teams will be rated on the completeness of their understanding of the factors that are unique to the Project, including the thoroughness demonstrated in analyzing and investigating the scope of the Project and in preparing for the interview.

##### **2. Approach and Method**

CMAR candidate teams will be evaluated on their proposed methods and approaches for pre-construction services, construction staging, scheduling, quality control, safety, coordination and administration of the Project.

##### **3. Ability to Provide Service**

CMAR candidate teams will be evaluated on their ability to meet the Owner's requirements. Discuss each team member's direct experience on similar projects. Discuss each team member's involvement to fulfill each particular project requirement in activities through project completion.

#### **Printed Materials with Oral Discussion**

*At the interview each team will submit seven (7) hard copies, not to exceed 11 x 17 format, and one (1) form of digital media containing an electronic copy in a single PDF file of the following:*

##### **1. Scheduling:**

Each CMAR candidate team will be prepare a sample construction CPM schedule. This schedule from pre-construction services through construction will list all activities required to complete the Project, time that each activity will take to completion and identify critical milestone dates.

##### **2. Cost Model**

Each CMAR candidate team will prepare a sample Schematic/Design Development Phase Cost Model that reflects the current cost of a complete and functional facility. Include in the Cost Model allowances that reflect reasonable assumptions of quantity and quality levels. Include contingencies that reasonably reflect the current level of uncertainty. Clarifications, assumptions, inclusions and exclusions should be noted. Owner contingency is not to be included. The cost model will include all items that are typically included in a GMP.

##### **Standard Exclusions include:**

- Professional design, testing, inspection and management fees
- Assessments, taxes, finance, legal or development fees
- Building permits and fees
- Fire and all risk insurance
- Owner supplied and installed furniture, fixtures and equipment
- Movable furniture and equipment

The CMAR selection team will be the sole judge with respect to the evaluation of proposals and presentations. The team which best meets the conditions of each of the individual criterion will be awarded the highest (not necessarily maximum) points for that specific criterion. The balance of the proposers will be rated based on their evaluated points.

The Owner will make all decisions regarding the selection of the CMAR and will negotiate and execute the agreement under which the CMAR is retained. The Owner will base its selection on both objective and subjective analysis of responses received from the CMAR candidate teams under consideration. The Owner reserves the right to reject any and all proposals and to waive any informalities or defects in the proposals, in its sole discretion.

### **Information**

Information regarding the project can be found at the links below:

<http://wyomingcapitolsquare.com/>

<http://www.wyomingcapitol.info/Files/ExecSumFAQs.pdf>

<http://www.wyomingcapitol.info/Files/VolumeI.pdf>

<http://www.wyomingcapitol.info/Files/VolumeII.pdf>

<http://www.wyomingcapitol.info/Files/VolumeIII.pdf>

<http://www.wyomingcapitol.info/Files/VolumeIV.pdf>

<http://www.wyomingcapitol.info/Files/CapitolSquareProjectInformationWeblinks.pdf>

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